

Application for 30 hours free childcare for foster parents



### 30 hours free childcare to children in foster care

This form is solely to be used by foster parents wishing to apply for 30 hours free childcare for foster children in their care.

### Who can apply?

#### Foster parents who meet the following criteria:

* That accessing the extended hours is consistent with the child’s care plan, placing the child at the centre of the process and decision making, and
* That, in single parent foster families, the foster parent engages in paid work outside their role as a foster parent.
* And in two parent foster families, both partners engage in paid work outside their role as a foster parent. If one partner is not a foster parent then they must be in qualifying paid work and earn a minimum of the equivalent to 16 hours at national minimum/national living wage.

There is no requirement on the type of work or number of hours that a foster parent must work in order to access the 30 hours and there is no minimum earnings limit.

Foster parents must speak to the child’s social worker before applying. If they agree, complete this form.

Once you and your partner (if you have one) have signed, the form must be counter-signed by the child’s social worker.

### The following documents must be submitted with the application form:

* Current payslip – if in paid work
* Job offer letter – if returning to work within 31 days
* Tax return – if self employed
* Evidence of working the equivalent of 16 hours at national minimum/national living wage if one partner is not a foster parent

##### And:

* Childs care plan

### When can you start to claim your 30 hours free childcare?

##### A foster parent can take up the 30 hours free childcare:

* at the start of the term following the child’s third birthday and
* at the start of the term after they have received an eligibility code as follows:

|  |
| --- |
| **Date parent receives eligibility code** |
| Between 1 January to 31 March |
| Between 1 April to 31 August |
| Between 1 September to 31 December |

|  |
| --- |
| **Child can take up a funded place** |
| The term starting after 1 April |
| The term starting after 1 September |
| The term starting after 1 January |

### The application process

Your application will be assessed by Oldham Councils Fostering Service Team Manager. If the Fostering Service Team Manager is not satisfied that accessing 30 hours is consistent with the child’s care plan, then the child will **not** be able to take up a 30 hour place and no code will be issued.

Application forms will be assessed within 2 weeks from receipt of application. All sections must be completed and signed by the relevant people.

Ensure all supporting documentation required is submitted with the application form. All supporting documentation will be stored securely.

Please return your fully completed application form and supporting documentation to: Team Manager, Fostering Service, Unit 10, Whitney Court, Southlink, Oldham, OL4 1DB.

### Receiving a 30 hour eligibility code

If your application is successful, Oldham Councils Free Entitlement Team will generate a valid code for foster parents to take to their chosen early year’s provider. The child’s social worker will also be informed when a 30 hour code has been issued.

### Reconfirmation

Foster parents will be required to reconfirm eligibility every three months by completing a simple declaration form supported by the following evidence:

* Updated evidence of earnings
* Confirmation that accessing 30 hours is still consistent with the child’s care plan

The Free Entitlement Team will inform parents 4 weeks before they need to reconfirm their eligibility.

##### Appeals process

If foster parents are unhappy about the decision made by the local authority, please seek resolution through your social worker or through the local authority complaints process.

Oldham Council’s complaints process can be accessed via the link below. [https://www.oldham.gov.uk/info/200143/complaints\_and\_feedback/630/complaints\_or\_feedback](https://www.oldham.gov.uk/info/200143/complaints_and_feedback/630/complaints_or_feedback_about_the_council/1)

[\_about\_the\_council/1](https://www.oldham.gov.uk/info/200143/complaints_and_feedback/630/complaints_or_feedback_about_the_council/1)

**Apply for 30 hours free childcare for foster children**

Speak to the child’s social worker before applying. If they agree, complete this form.

Once you and your partner (if you have one) have signed, the form must be counter-signed by the Foster Service Team Manager at Oldham Council.

If your application is successful, you will get your eligibility code from the Free Entitlement Team.

If you need more help contact the Free Entitlement Team at [free.entitlement@oldham.gov.uk](mailto:free.entitlement@oldham.gov.uk).

This form is only for foster parents. If you are applying for your own children use the childcare service: [www.gov.uk/help-with-childcare-costs](http://www.gov.uk/help-with-childcare-costs).

If you partner is not a foster parent you could contact your social worker for more help.

**Section 1 – about you**

1.1 Your details:

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **National Insurance number** |  |
| **Address** |  |
| **Postcode** |  |
| **Email address** |  |

We need your address and email to send your 30 hours free childcare eligibility code.

1.2 Are you a foster parent of the children named in this form?

Yes

No

1.3 Do you and the children live in England?

Yes

No

If no, speak to your local council about what childcare schemes are available in your area.

1.3 Are you a British/Irish national?

Yes

No

1.4 If you have answered “no” to 1.3:

☐ Have you acquired settled or pre-settled status through the EU Settlement Scheme (EUSS);

☐ Have you made an application through the EUSS and are waiting for a decision, or;

☐ Are you appealing a decision on your EUSS application?

1.5 Are you subject to immigration rules that prevent you from receiving public funds?

Yes

No

**Section 2 – your employment details**

2.1 Are you employed or self-employed outside your fostering responsibilities?

Yes

No

You can still answer yes if you are not currently working. For example, you are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

2.2. Do you expect to earn more than £100,000 in this tax year (April to March)?

Yes

No

If your income is over this amount you cannot get 30 hours free childcare.

2.3 If you are **not** employed outside your fostering responsibilities, select any that apply to you:

 For Universal Credit purposes, I am assessed as having limited capability for work

 I receive National Insurance credits because of incapacity or limited capability for work

 I receive a Carer’s Allowance

 I receive an Employment and Support Allowance

 I receive Incapacity Benefit

 I receive a Severe Disablement Allowance

If you get one of these benefits you may still be able to get 30 hours free childcare if you have a partner who holds additional employment outside their role as foster carer.

2.4 Do you have a partner who lives with you?

Yes

No

A person is your partner if you are married or in a civil partnership, and live together in the same household, or a couple who live together as if you are married or in a civil partnership.

If **Yes**: go to section 3.

If **No**: skip to section 5.

**Section 3 – your partner**

3.1 Your partner’s details

|  |  |
| --- | --- |
| **Title** |  |
| **First name** |  |
| **Last name** |  |
| **Date of birth (DD/MM/YYYY)** |  |
| **National Insurance number** |  |

3.2 Is your partner also a foster parent?

Yes

No

If **Yes**: go to section 4.

If **No**: please contact your local authority (see page 4) who will help you further.

**Section 4 – partner’s employment details**

4.1 Is your partner employed or self-employed outside their fostering responsibilities?

Yes

No

You can still answer yes if they are not currently working. For example, they are on parental leave or sick leave, or expect to start or re-start work in the next 31 days.

4.2 Does your partner expect their total taxable income in this tax year (April to March) to be more than £100,000?

Yes

No

If their income is over this amount you cannot get 30 hours free childcare.

Now go to section 5.

**Section 5 – the children who will get 30 hours free childcare**

If you are fostering non-related children who could both be eligible for 30 hours free childcare you will need to complete a separate form for each child.

5.1 Foster children details:

|  |  |  |  |
| --- | --- | --- | --- |
| **First name** | **Last name** | **Date of birth (DD/MM/YYYY)** | **When do you expect the child in foster care to join a school reception year?**  **MM/YYYY** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Section 6 – declaration**

6.1 Your declaration:

I declare that I am applying for 30 hours free childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

|  |  |
| --- | --- |
| **Signature** |  |
| **Date (DD/MM/YYYY)** |  |

6.2 Your partner’s declaration:

I declare that I am applying for 30 hours free childcare, to enable me to work outside of fostering, and that the information I have given on this form is correct and complete.

|  |  |
| --- | --- |
| **Your partner’s signature** |  |
| **Date (DD/MM/YYYY)** |  |

**Section 7 – [insert responsible authorities designated person] declaration**

Before Oldham Council can issue you with a code, this form must be counter-signed by the Foster Service Team Manager for counter-signing.

I declare that I have seen evidence of employment outside fostering, and it has been discussed how this employment is consistent with the care plan for the foster child or children listed in this application.

7.1 I confirm that I support this application for 30 hours free childcare in respect of the foster children listed in this application.

|  |  |
| --- | --- |
| **Signature** |  |
| **Position and contact details** |  |
| **Date (DD/MM/YYYY)** |  |

| **Data protection statement**  The Data Protection Act 2018 puts in place certain safeguards regarding the use of personal and sensitive data by organisations, including the Department for Education (DfE), local authorities and schools. The Act gives rights to those (known as data subjects) about whom data is held, such as pupils, their parents and teachers. This includes:   * The right to know the types of data being held * Why it is being held, and * To whom it may be communicated   For more information on how to access your rights, please visit [https://www.oldham.gov.uk/downloads/file/4922/your\_data\_rights\_-](https://www.oldham.gov.uk/downloads/file/4922/your_data_rights_-_guide_to_exercising_your_rights)  [\_guide\_to\_exercising\_your\_rights](https://www.oldham.gov.uk/downloads/file/4922/your_data_rights_-_guide_to_exercising_your_rights) |
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